

OGC Has Reviewed

Approved For Release 2002/01/29 : CIA-RDP78-05747A000500060007-2

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1958

<u>No.</u>	<u>Date</u>	<u>Subject</u>
1.	30 Jan	Position Schedule Bond
2.	25 Mar	Personal Advances [REDACTED] PCS)
3.	15 Apr	[REDACTED] 680 - Travel Policies and Audit Criteria Thereof
4.	11 Jun	Payment of Travel Expenses for Dependents' Medical Examination
5.	2 Aug	Authority to Approve Fiscal Annexes for Selected Proprietary Projects
6.	30 Jul	Excess Weight on Shipment of HHE
7.	6 Jun	Salary Adjustments During Rotational Assignments of Scientific and Engineering Personnel
8.	10 Feb	Reimbursement of Travel Expenses to Appointees

25X1A

25X1A

ORIGINAL CL BY 061622  
☐ DECL ☒ REVW ON 2010  
EXT BYND 6 YRS BY same  
REASON 3 d(3)

DOC <u>24</u>	REV DATE <u>26-3-80</u>	BY <u>029725</u>
ORIG COMP <u>38</u>	OPI <u>38</u>	TYPE <u>30</u>
ORIG CLASS <u>M</u>	PAGES <u>1</u>	REV CLASS <u>C</u>
JUST <u>22</u>	NEXT REV <u>2010</u>	AUTH: HB 70-2

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CAC-541

# CONFIDENTIAL

4/14 2 1958

MEMORANDUM FOR: Special Support Assistant to the DD/S

SUBJECT : Authority to Approve Fiscal Annexes for  
Selected Proprietary Projects

REFERENCE : Memo dtd 18 Feb 57 to SSA-DD/S fr DD/S,  
subj: "Authority to Approve Fiscal Annexes  
for Small [REDACTED] Projects"

25X1C

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1. Regulation [REDACTED] "Administrative Plans," provides that an Administrative Plan is required for every proprietary project. The definition of a proprietary project, as set forth in this regulation is quite broad and could technically include many small activities which are sufficiently simple that the preparation of an Administrative Plan serves no useful purpose. Rather than attempt a revision of the definition to include numerous exceptions, I believe that the problem might best be solved by delegating to appropriate officials the authority to waive the requirement for an Administrative Plan when such action is clearly appropriate.

2. Accordingly, you are authorized to approve the use of a Fiscal Annex, as defined in the referenced memorandum, in those proprietary projects in which the business entity is an ostensible sole proprietorship lacking commercial significance, and which may be effectively administered within existing Agency regulations. In such projects your review of each subsequent renewal, amendment, or other project action should confirm that the continued use of the Fiscal Annex is appropriate. Inherent in this delegation is the authority to require that an Administrative Plan be prepared in those instances where changing circumstances indicate that the Fiscal Annex is no longer adequate.

3. Copies of all Fiscal Annexes prepared in conjunction with proprietary projects should be forwarded to the Commercial Staff.

DOC 25	REV DATE 26-3-80	BY 029725
ORIG COMP	DPI 38	TYPE 02
ORIG CLASS 5	PAGES 3	REV CLASS C
JUST 22	NEXT REV 2010	AUTH: HR 76-2

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Policy 5

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4. The next revision of Regulation [REDACTED] will include the authorities established by this memorandum.

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L. K. WHITE  
Deputy Director  
(Support)

CONCUR:

# AUG 1958

A/Deputy Director (Plans)

Date

SA-DD/S:TBA:bjf (1 Aug 58)

Distribution:

- Orig & 1 - Addressee
- 1 - DD/P w/cy of ref memo
- 1 - Comptroller
- ✓ 1 - C/Finance Div
- 1 - C/CM Staff - w/cy of ref memo
- 1 - RS/PRC - w/cy of ref memo
- 1 - DD/S chrono
- 1 - reading (DD/S)
- 1 - DD/S subject

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*Policy 5*

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OGC 8-1107  
21-3239

D/S 58-246f

11 JUN 1958

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Payment of Travel Expenses for Dependents' Medical Examination

1. This memorandum submits a recommendation for approval of the Deputy Director (Support). Such recommendation is contained in paragraph 4.

2. In implementing the dependents' medical benefits program, the Chief, Medical Staff, may require examination of the dependents of an individual under consideration for an assignment overseas. In most cases, the principal will already be in employee status but, in a few cases, the principal will be an out-of-town candidate.

3. The first such case has arisen which concerns a former Agency employee who is now being considered for reappointment and immediate assignment abroad. The Medical Staff requested that the principal and her dependent husband both come in for pre-employment medical examinations. We have approved this case as invitee travel since the principal's qualification for employment will depend upon the outcome of both examinations. This appears to be a logical application of our authority to approve travel of candidates for staff employments for interviews, security interviews, and medical examinations.

4. It is recommended that you approve the use of invitee travel authority and funds in future cases to accommodate travel required for preemployment medical examination of dependents when requested by the Chief, Medical Staff.

DOC	26	REV DATE	26-3-80	BY	029725
ORIG COMP	32	OPI	38	TYPE	02
ORIG CLASS	C	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 10-2

/s/ Gordon M. Stewart

Gordon M. Stewart  
Director of Personnel

CONCURRENCES:

JOHN R. TRENSEN M.D.

Chief, Medical Staff

\* No legal objection in any case where accomplishment of physical examination is a condition precedent to employment of the applicant himself.

Date

JUN 16 1958

Date

Date

Comptroller

The recommendation in paragraph 4 is approved. \*\*

L. K. White

Deputy Director

(Support)

JUN 25 1958

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However, the authority should be used most sparingly and only in cases where the applicant is unable to be examined by himself.

of the dependent is a condition precedent to employment.

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**SUBJECT: Payment of Travel Expenses for Dependents' Medical Examination**

**Distribution:**

- 0 & 1 - D/Pers**
- 3 - DE/S**
- 1 - C/Medical Staff**
- 1 - General Counsel**
- 1 - Comptroller**
- 1 - D/Pers Staff**

APR 16 1 05 PM '78  
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MAR 25 1958

MEMORANDUM FOR: Chief, NEA Division

SUBJECT: Personal Advances

REFERENCE: Memorandum to DD/S from Chief, NEA, dated 26 Feb. 58,  
subject: Authorization for Personal Advances for  
Personnel Departing for [REDACTED]  
Personnel.

25X1A

1. Your request for a blanket authorization of personal advances to personnel proceeding to [REDACTED] has resulted in a review of the subject in a broader context. As you know, we have no statutory authority for advancing public funds, and in the Civil Service, advancing salary to an employee is prohibited by law. I realize that any PCS requires that the individual have access to cash. Experience has shown, however, that it is not always in the best interests of the individual to advance him a sizeable sum of money which he must repay. Toward the end of his overseas tour he finds that, instead of saving his money, he has been repaying a debt, the attractiveness of which has long since worn off. [REDACTED] my Special Support Assistant, found this to be true on his trip earlier this year. He also found that the purchases made with these advanced funds were frequently ill-advised.

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25X1A

2. In order to meet the real needs of our people occasioned by the requirements of the Agency, I propose to authorize personal advances to employees proceeding to locations where food, clothing, and the necessities of life according to our standards are not obtainable. The disposition of money so advanced will be reported by a statement from the employee, and any unused balance will be returned prior to his departure. When procurement facilities are available at the post but a cash deposit is required, as is the case in [REDACTED] the amount of the deposit may be advanced.

25X1A

3. For the settlement of bills, dental work, eyeglasses, medical services, automobiles, furniture, and other expenses of this sort, which are either non-essential or are not peculiar to the proposed assignment, I believe the Credit Union or other financial services should be utilized.

DOC 27	REV DATE 26-3-80	BY 029725
ORIG COMP 30	DPI 38	TYPE 02
ORIG CLASS 5	PAGES 6	REV CLASS C
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4. In order to facilitate the processing of requests for personal advances, and in order to avoid such advances becoming routine for any area of assignment, I am centralizing approval authority for all requests under the conditions of paragraph 2 above, including previously delegated authority, in SSA-DD/S. Unusual requests will continue to be approved by me.

5. Attached is a sample memorandum of request which will suffice for SSA-DD/S approval.



L. K. WHITE  
Deputy Director  
(Support)

25X1A

Attachments: 2

1. Reference Memo
2. Sample Memo of Request for Personal Advance



011 58-1049

# CONFIDENTIAL

MEMORANDUM FOR: Special Support Assistant to the DD/S

THROUGH: Chief, \_\_ Division

SUBJECT: Request for Personal Advance.

1. A personal advance of \$ \_\_\_\_\_ is requested for the undersigned, GS-\_\_, who is being assigned to \_\_\_\_\_, and who has \_\_ dependents.

2. This advance is to cover the following expenses which I will have to meet prior to my departure or immediately on arrival at my new post:

_____	\$ _____
_____	\$ _____
_____	\$ _____

3. I will report the use of these funds to Finance Division and will return any unused portion prior to my departure. I understand the outstanding balance will be transferred to the Field for collection, and I agree to effect repayment within 12 months of my arrival at my new post. However, I will not be required to begin repayment until 60 days after my arrival. Repayment will be made in at least equal monthly increments.

APPROVED:

\_\_\_\_\_  
SSA-DD/S

\_\_\_\_\_  
Date

Distribution:

Original & 1 - Chief, Finance Division

1 - SSA-DD/S

1 - \_\_ Division

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NE/SS/58-873

26 February 1958

MEMORANDUM FOR: DEPUTY DIRECTOR, SUPPORT

THROUGH : SSA/DDS

SUBJECT : Authorization for Personal Advances for Personnel  
Departing for [REDACTED]

25X1A

REFERENCE : Memorandum for Chief of Administration, DD/P dated  
19 January 1955 from Acting Chief, NEA Division,  
regarding request for personal advances for [REDACTED]  
personnel.

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1. It is requested that authority be granted to individuals proceeding PCS to [REDACTED] to draw, if required, a personal advance of money up to but not exceeding \$1,000.00 to be charged against pay and allowances. For repayment, the money will be deducted from the salaries of each person in twelve monthly installments commencing no later than sixty (60) days after arrival at the station in the field.

2. The reasons for this request are as follows:

a. Personnel departing on a PCS move to our station and bases in [REDACTED] are faced with a variety of rather heavy expenditures for clothing, foodstuffs, medicines and other personal items which are intended for their use over a full two-year PCS assignment period due to their inability to buy such items at their field location. In most cases, as the outlay is a sizeable sum of money, individuals do not have sufficient personal funds on hand to make these purchases. In addition, their official cover frequently makes it difficult for them to borrow funds through facilities otherwise normally open to them.

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b. Heretofore, each request for a personal advance has been considered separately and has involved an exchange of memoranda on the request. It is believed that a general approval covering personal advances allowable for personnel being assigned to [REDACTED], similar to the approval covering personnel assigned to [REDACTED] as contained in referenced memorandum, would reduce the administrative work-load involved in processing personnel for their PCS departure.

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3. For the purposes of morale, health and the well-being of personnel and their dependents being assigned to these areas, it is considered essential that they have initially a six-month's supply of basic food items and other necessities with their household effects. To avoid placing an undue hardship on these individuals, authority to draw this personal advance will alleviate the financial burden placed on personnel accepting an assignment at these hardship posts.

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Chief  
Division of Near East  
and Africa

25X1A  
COMPTROLLER

(Date)

7 MAR 1958

CONCUR:

SSA/IDS

(Date)

APPROVED:

DEPUTY DIRECTOR, SUPPORT

(Date)

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25X1C

Approved For Release 2002/01/29 : CIA-RDP78-05747A000500060007-2

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MEMORANDUM FOR: Assistant Deputy Director (Support)

SUBJECT : Position Schedule Bond

1. This memorandum contains a recommendation for the approval of the Assistant Deputy Director (Support). Such recommendation is contained in paragraph 7, below.

2. In August 1955, the Deputy Director (Support) designated a Committee to study the Agency's bonding practices, and to make recommendations as to action which may be required to discharge our responsibilities under Public Law 323, 84th Congress, approved 9 August 1955. In a memorandum dated 26 January 1956, the Committee summarized its findings and recommended that the Comptroller obtain a Position Schedule Bond which would cover certain categories of personnel but which would not entail providing the bonding company with the names of the incumbents. This document was approved by the Deputy Director (Support) on 4 February 1956, and authority to approve amendments to the bond was delegated to the Comptroller.

3. On 20 June 1956, the Committee submitted a report which addressed itself specifically to the positions to be covered. It was recommended that coverage be obtained for positions involving accountability for both vouchered and confidential funds, but not for positions involving accountability for property. The net effect of this proposal was to broaden the then existing coverage to include Chiefs of Class B Stations and Bases in addition to designated custodians under the jurisdiction of the Comptroller. This document was approved by you on 24 August 1956, subject to the following:

a. No names of Clandestine Services personnel at headquarters or overseas, or of DD/S or DD/I personnel overseas, will be revealed to a bonding company without prior specific DD/P concurrence, and

b. no claims will be prosecuted on personnel enumerated above without prior specific DD/P concurrence.

4. In obtaining the bond which is presently in force, informal bids were solicited from four companies selected from a list presented by the Treasury Department. One of these declined to bid, and the others submitted bids of \$3,462, \$5,716, and \$8,574, respectively. The low figure was submitted by the [REDACTED] through the

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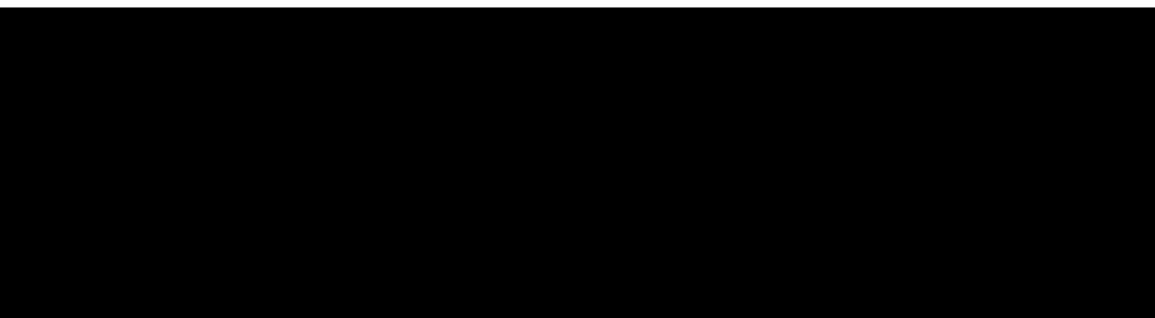
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[redacted] in Washington. It is felt that the difference in the bids was largely due to our long association with [redacted] and the fact that he had experience factors upon which he could rely, whereas the other bidders did not.

5. The question which has now arisen is occasioned by the fact that the present bond expires shortly. It is necessary, therefore, to determine whether the existing bond should be renewed, or whether we should again request bids from other companies. In order to make such a determination, it is necessary to consider a number of points, which are briefly summarized as follows:

a. Public Law 323, 84th Congress, (61 Stat. 646; 6 U. S. C. 14) requires that the head of each department and independent establishment of the Executive Department obtain surety bonds on certain types of individuals, and establishes criteria for obtaining such coverage.

FOIAb5



d. The bond now in effect covers both vouchered and confidential funds. The present position schedule has been gradually expanded until it now reflects [redacted] are domestic. Since all of the foreign positions, and an undetermined number of those in the United States, will fall into the categories shown in paragraphs 3.a. and 3.b. above, it is evident that the schedule is predominantly operational.

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e. Although no names are submitted to the bonding companies, the fact that we have [redacted] disbursing officials overseas is itself a significant item providing a basis for estimating the extent of our activities. It is reasoned, therefore, that the position schedule should not be submitted to additional bonding companies unless a net advantage will accrue to the Agency, and unless it can be determined that there is no security problem. In any event, a decision to solicit bids from additional companies should be coordinated with the DD/P and the Office of Security.

25X1A  
f. Since premiums are based on experience factors, it is unlikely that a company having no previous association with this Agency could underbid the [redacted]. Furthermore, there is a security clause in the bond

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agreement which is clearly understood and accepted by the [REDACTED] other companies bidding on the first bond did not completely understand this clause, and tended to resist it.

6. On 22 January 1958, the Comptroller convened a meeting in his office, which was attended by his Executive Officer [REDACTED] the Finance Division; [REDACTED] of the Office of General Counsel; and the undersigned. After a review and discussion of the above facts, it was the consensus of those present that the predominantly operational nature of the positions covered and the security implications involved made it inadvisable for the Agency to treat this program as "not related to our covert mission", or to solicit bids every two years in accordance with normal government practices. The inevitable consequence of soliciting bids would be a constantly increasing number of outside concerns who were aware of the scope of our financial activities overseas, but very few of whom would ever actually enter into a contractual arrangement to provide the coverage.

[REDACTED]

151  
[REDACTED]  
Special Assistant to the  
Deputy Director (Support)

APPROVED:

SA-DD/S:TBA:ecb (24 Jan 58)

Distribution:

Orig & 1 - Comptroller

1 - Finance Div [REDACTED]

1 - OGC [REDACTED]

3 - DD/S [REDACTED]

(signed) H. Gates Lloyd

Assistant Deputy Director (Support)

Date: FEB 3 1958

SIGNED LRM FEB 3 1958

DD/S 57-436

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ROUTING SLIP

X

Comptroller  
Room 1039, Alcott Hall

X

Attached hereto is a memorandum authorizing the re-  
newal of the Position Schedule Bond without competitive  
bids. Mr. Lloyd and Mr. Houston have requested,  
however, that you:

1. Request bids from [REDACTED] and leave the  
impression with him that we are obtaining  
bids from others.
2. Ascertain if possible, the premium cost for  
coverage obtained for comparable positions  
by the Departments of State and Treasury, as  
a means of assuring ourselves that [REDACTED]  
bids are, in fact, competitive.

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3 Feb 58

SA-DD/STBA:mrp

Distribution: Orig - addressee

✓ 1 - Finance Division [REDACTED]

1 - OGC [REDACTED]

1 - DD/S chrono

1 - DD/S subject

1 - DD/S reading

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